



U.S. Department
of Veterans Affairs

New York/New Jersey VA Health Care
Canandaigua VA Medical Center
400 Fort Hill Avenue | Canandaigua, NY 14424
585-394-2000

www.canandaigua.va.gov

Guidelines for Donations

Revised January 2021

All donations must go through Voluntary Service. If you would like to make a specific donation, either monetarily or materially, please check with Voluntary Service at 585-393-7757 to ensure its appropriateness and necessity. In accordance with 38 U.S.C. 8301, VA is authorized to accept donations or gifts for the benefit of patients. The Internal Revenue Service has announced that under the Tax Code, donations to the Department of Veterans Affairs General Post Fund for exclusively public purposes is deductible from federal income taxes in the manner and to the extent allowable. The announcement reflects the tax law provision with donations deductible as “donations to the United States.”

Donations to support any of the VA Medical Center programs are deductible whether the donor directs that the donated funds be used for a specific purpose or allow the VA Medical Center to decide how the donated funds will be used. We value the selection for your monetary donation and appreciate your generosity.

Voluntary Service staff is committed to making certain that your donation is used for the sole purpose of your intent. Please feel free to contact us at any time at 585-393-7757.

Monetary Donations

- ✓ The accounts in the General Post Funds were established to meet the needs of Veteran patients.
- ✓ All correspondence with a monetary donation should include the donor's name and address, to indicate where the letter of acknowledgement is to be sent, and what the donation should be used for. Receipts will be sent automatically with our acknowledgement letter.
- ✓ If the donation is made “**in memory of**”, please provide individual's name, as well as address information for an acknowledgement to the family on your behalf, of the individual memorialized.
- ✓ Make checks payable to **Canandaigua VAMC** or **VAVS** with the desired account indicated (pg.2) and mail to: **VA Medical Center, c/o Voluntary Service (135), Canandaigua, New York 14424.**
- ✓ We are very careful to fulfill the wishes of our donors. Please note, however, that all funds may be used at the discretion of the Voluntary Service Manager for Veteran-related needs.
- ✓ Credit or debit card donations can be processed at www.Canandaigua.va.gov/giving/ and clicking



*A minimum of \$5.00 is required for online donations.

Please indicate if you support the use of your generous donation for food/refreshments for Veterans. This can be done with a simple note attached or added to the memo section of your check. Most accounts include the purchase of refreshments/food for Veterans. If you object to this use of your donation, please make that known to us.

Specific Accounts and Assigned Fund Control Numbers

- ❖ **Patient Representative/Social Service Emergency Account (#1608):** Assists in transportation home for discharged patients as well as a variety of emergent Veteran needs.
- ❖ **Winter Haven/Stand Down/Homeless Account (#1609):** Used to purchase needed items to benefit homeless Veterans programs, to include food/refreshments.
- ❖ **Birthday Program Account (#1611):** Used to purchase practical birthday gifts for all hospitalized Veterans, to include food/refreshments.
- ❖ **National Events, Including Golden Age Games (#1612):** Assists in providing Veterans and caregivers, if needed, transportation to the national events and related recreational program costs, to include food/refreshments.
- ❖ **Recreation Supplies and Services Account (#1613):** Funds are used to provide recreational outings/supplies for hospitalized Veterans and Veterans in structured outpatient programs, to include food/refreshments. Funds donated for a specific building should be earmarked accordingly on the check for proper record keeping.
- ❖ **VAVS Holiday/Christmas Account (#1614):** Used to purchase individual Christmas gifts for our hospitalized Veterans and outpatients in structured VA Programs, to include food/refreshments as well as wrapping supplies.
- ❖ **Commemorative Garden Account (#1620):** Used to provide plantings in the memorial garden outside of Bldg. 8 as well as engraving on the wall. The garden is for the use of all Veterans and designed to allow Veterans a place to enjoy a safe and secure outdoor environment and therapeutic value. (see attachment)
- ❖ **Chaplain Account (#1621 Catholic, #1622 Protestant):** Used to provide pastoral and spiritual care for Veterans, to include food/refreshments. Please specify Protestant, Catholic or Jewish faiths.
- ❖ **General Purpose Account/Canandaigua (#1627) or General Purpose Account/ROPC (#1628):** This is the most versatile and beneficial account and generally where donations are most needed. Purchase could include equipment needs, recreation program needs, program supplies, Veteran food/refreshments, etc. Please be sure to specify either Canandaigua or ROPC on your check.
- ❖ **VAVS Committee (#1629):** Used to help support volunteer programs such as the Annual Volunteer Picnic, National Volunteer Week and the Volunteer Awards Banquet, to include food/refreshments.
- ❖ **Veterans Recovery Center (Canandaigua) (#1631) and Veterans Transition Center Account (Rochester) (#1630):** Used to provide for program supplies and recreational outings for outpatient participants, to include food/refreshments. Please specify either Canandaigua or ROPC on your check.
- ❖ **Vet Center; Rochester (#1633):** Used for program supplies and recreational outings for outpatient participants in this program, to include food/refreshments.
- ❖ **Palliative Care/Hospice (#1640):** Used to support this program with materials and supplies, to include food/refreshments for Veterans and their families.
- ❖ **Women Veterans (#1641):** Used for the needs of women Veterans and their families to include purchases of food & refreshments as well as items needed for outreach events & attendance for various female healthcare educational programs.
- ❖ **Transition & Care Management (#1644):** Funds will be used for the needs of Veterans returning from active duty service, their families and outreach events, to include food/refreshments.

Item and Material Donation Needs and Procedure

A donation sheet must accompany all item or material donations. Donation forms are available in the Voluntary Service Office in Canandaigua, the Volunteer Sign-In Area at Rochester Calkins VA Clinic, or on-line at <https://www.canandaigua.va.gov/giving>. Acknowledgements are generated from completed donation forms. All forms need to be legible and include complete donor information.

All Item and Material donations must be NEW, and MAY NOT be hand-made! Many of our Veteran programs share the same needs for donated items, while others have more specific needs, or needs only in limited quantity, or at specific times of the year. If you are unsure of the acceptability, need, or quantity of an item you intend to donate, please call Voluntary Service **in advance** at 585-393-7757.

<u>Inpatient Programs & General Needs</u>	<u>Homeless Program Specific</u>
<p>Gift Cards:</p> <ul style="list-style-type: none">➤ VISA, Prepaid Phone Cards➤ Wal-Mart, Dollar Store, Goodwill➤ Wegmans, TOPS➤ I-Tunes➤ Amazon➤ Uber, Lyft➤ Pre-Paid Gas cards <p>Personal Care Items:(NO SAMPLES)</p> <ul style="list-style-type: none">➤ Body Wash, Lotion, Deodorant➤ Shampoo, Conditioner, or 2in1 Combos➤ Lotion, Hand Sanitizer, Sanitizer Wipes➤ Shaving Cream, Razors*➤ Denture Grip, Denture Cleaner➤ Toothpaste, Tooth Brushes➤ Combs*, Hair Brushes* Nail Clippers*➤ Electric Razors*➤ Lip Balm (Chapstick) * <p>Men's Clothing Items* : (NEW ONLY)</p> <ul style="list-style-type: none">➤ Clothing Sizes L – 4XL➤ Socks, T-Shirts, Underwear➤ Knit Hats, Winter Gloves➤ Sweatpants, Sweatshirts➤ Coats, Boots➤ Sneakers, Shoes (sizes 10 & Up) <p>Other Miscellaneous Items:*</p> <ul style="list-style-type: none">➤ Puzzle Books, Craft Kits, Models➤ Adult Coloring Books/Watercolors, Colored Pencils➤ Batteries AA, AAA, C, D➤ iPod Shuffles➤ Non-Alcoholic Beer (Cans only)➤ Baby Diapers, Diaper Bags, Baby Clothes➤ Women's Undergarments➤ Umbrellas, Raincoats <p>*Indicates Only Minimum Quantities Needed</p>	<p>Household Essentials:</p> <ul style="list-style-type: none">➤ Queen-size bedding and Blankets➤ Bed Pillows➤ Air Mattresses with built-in-air pump➤ Bath Towels, Hand Towels➤ Shower Curtains, Shower Hooks➤ Brooms, Mops➤ Trash Cans, Trash Bags <p>Household Appliances:</p> <ul style="list-style-type: none">➤ Vacuum Cleaner➤ Coffee Makers➤ Can Openers <p>Kitchen Items:</p> <ul style="list-style-type: none">➤ Dishes, Bowls, Cups, Glasses➤ Dish Soap, Dish Towels➤ Pots, Pans➤ Silverware, Utensils➤ Paper Plates, Napkins <p>Home Cleaning Supplies:</p> <ul style="list-style-type: none">➤ Laundry Detergent➤ Bathroom Cleaners, Lysol➤ Toilet Paper, Paper Towels <p>FOR THE PROTECTION OF OUR PATIENTS AND STAFF, WE NO LONGER ACCEPT DONATIONS OF USED CLOTHING, BOOKS, MAGAZINES, PUZZLES, OR ANY ITEMS THAT ARE HANDMADE.</p> <p><u>NOTE: All In-Person deliveries of donations MUST BE scheduled in advance. Call us at 585-393-7757 to receive arrangement and delivery instructions.</u></p> <p>NOTE: We do have a population of Women we serve in our Women's Veteran Program, but few that are In-Patient Residents. Should you have an interest in any donations specific to Women Veterans, please contact us for current information and specific needs.</p>



Canandaigua VAMC Commemorative Garden

Memorial Wall

Our Memorial granite wall is located in Courtyard 1, near Building 8. Engraved expressions of sympathy, good wishes, love to a family member/close friend or acknowledgements to those men and women who have served our country, can be imprinted.

Donation levels are listed below. If you would like to reserve your space on the wall, please complete the spaces (including blanks between words) with what you would like engraved.

Make your check payable to “**Commemorative Garden**” and mail to Voluntary Service (135), VA Medical Center, 400 Fort Hill Ave, Canandaigua, NY 14424. When your engraving is completed you will be notified. If you are experiencing financial hardships, please contact Voluntary Service to discuss alternative resources. If you have further questions, you may contact Voluntary Service at 585-393-7757.

20 Spaces – Please Print Clearly

Individual Donation = \$150.00

Service Organization/Corporation Donation = \$300.00

Please designate by a star following the name, if the individual is a Veteran.

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30 Spaces – Please Print Clearly

Individual Donation = \$200.00

Service Organization/Corporation Donation = \$400.00

Please designate by a star following the name, if the individual is a Veteran.

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CANANDAIGUA VAMC/ROCHESTER VA OUTPATIENT CLINIC - DONATION FORM

(Please print legibly and complete all information)

Check Here if Acknowledgement is Requested

Organization or Individual(s): _____ Donation Date: _____

Address: _____

Contact Name: _____ Phone #: _____ Email: _____

Type of Donation: ☐ Item(s) ☐ Activity ☐ Monetary: (Check Number _____ Amount _____)

Program(s) Designated: _____ In Memory Of: _____

Details of Item Donation:*(Similar items may be categorized instead of detailed ie: Assorted Personal Care Items)*

<u>Quantity</u>	<u>Item(s)</u>	<u>Value</u>	<u>Quantity</u>	<u>Item(s)</u>	<u>Value</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____

Total Value of Items: \$ _____

ATT: Donor,

We very much appreciate your generosity. Whether your donation is valued at \$3.00, or \$3,000, each donation is important to us and it is important that we record it.

Monthly and annually we report all items and dollars that are donated. That information is an important indicator that community support is vital to our existence and necessary to fill the gaps in Government funding that we do receive.

Please take just a minute to record your donation! If you don't want to enter your name, then write anonymous. If you don't need an acknowledgement, then just indicate so. While we really would like to thank you, and give credit where credit is due, it is still vital that you report your donation.

Robin M. Johnson,
Voluntary Service Manager /135
400 Fort Hill Ave.
Canandaigua, NY 14424

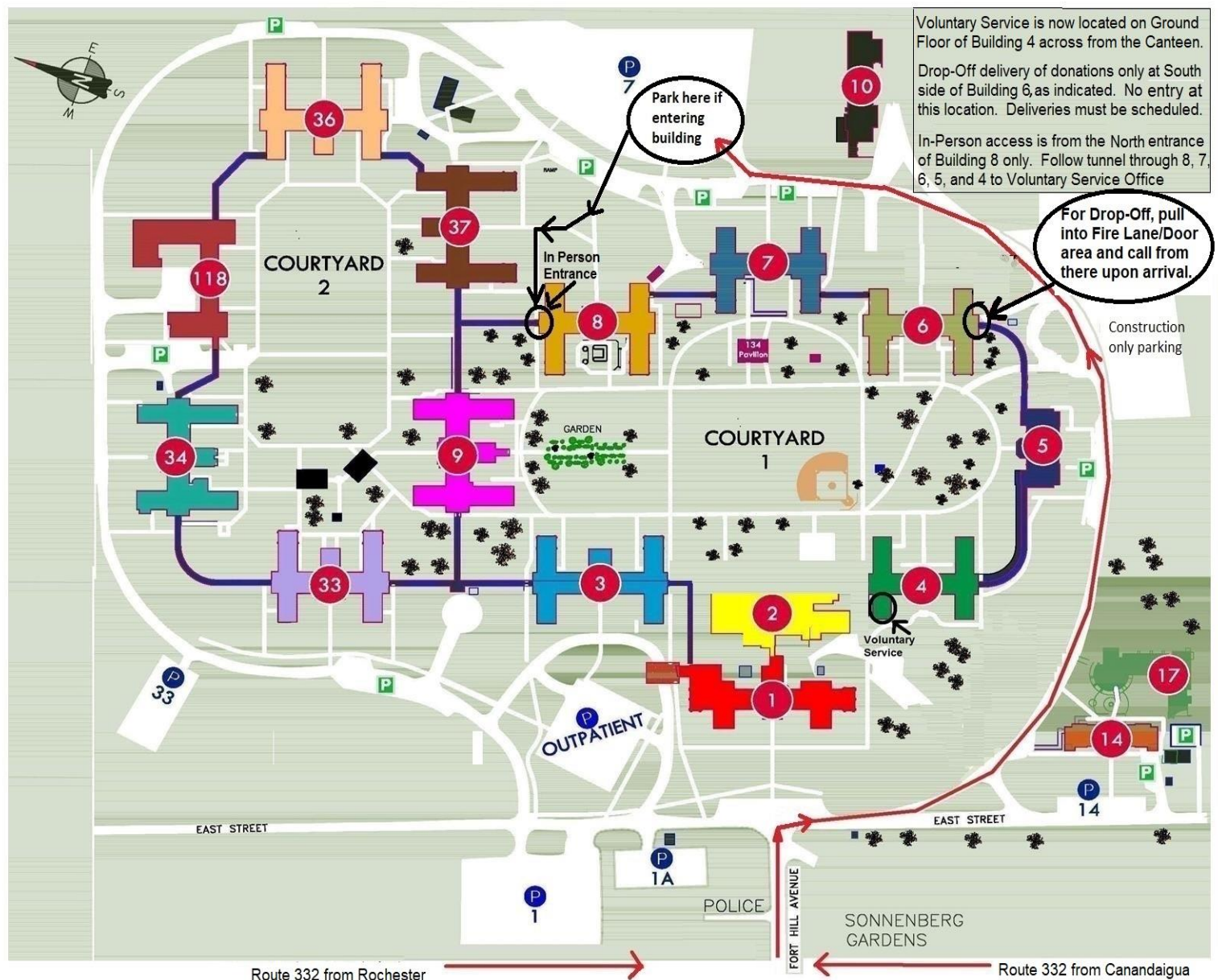
Important Donation Information

Revised January 2021

Donations are vital to enhance the lives of our Veterans and their families served by the Canandaigua VA and Rochester Calkins VA Clinic. Due to infection control guidelines, space limitations, and our current Office location accessibility, we have made some adjustments to our Guidelines for Donations and the process for receiving donations. See the map below for specific information.

1. Our current preference for donations is Checks and/or Gift Cards, and we prefer the delivery of those donations to be by mail. Checks need to be submitted according to our Guidelines for Donations. Amounts may be split between accounts.
2. **All In-Person or Drop-Off delivery of donations must be scheduled in advance.** Outside access to our offices is only through the North side entrance to Building 8. From there it is an 8-10 minute walk through the tunnels. If you have a donation which may be too heavy to walk that distance, we can schedule a delivery at a temporary drop-off location on the South side of Building 6. However, you may not enter the building from there.
3. We ask that no more than 2 people, over the age of 18, accompany a donation delivery. All will need to submit to the VA's screening process if you arrive through Building 8. At either delivery location, please be sure to wear an appropriate mask.

While we do not want to discourage the wonderful generosity from the Community that we have become accustomed to, we ask that you follow the guidelines established, and allow us to follow protocols still in effect. Please contact us with questions.



Please call 585-393-7757 Monday - Friday, between 8:00am - 4:00pm, to schedule all donations